

Office Staff Safety Training



Greensburg Comm. Schools is Making it Happen!



WE ARE Greensburg Community Schools is located in Southeastern Indiana with a combined student / staff population of 2630. We are “All About Learning.”

OUR STUDENTS & FAMILIES

Greensburg Indiana is a community of approximately 14,000 people. We have a very large manufacturing base with Honda Corp. being our largest employer along with many support facilities. However, agriculture is still a very strong component of our community.

OUR SECRETARIES Our frontline secretaries are amazing! They take a leading role with safety in our buildings and at the corporation level.

OUR PROMISING PRACTICE

Greensburg Community Schools stress the importance of school safety by building strong relationships with students, parents and guests and by developing policies and procedures that are practical, attainable, and practiced. Professional development for our front office staff is ongoing throughout the school year along with involvement in their respective building level safety teams. As a district, we put nothing into place (example – visitor management / door access) without having a building office staff included in part of the process.

By having a front office staff that understands the importance of building relationships while having a leading role in school safety, our students see that everyone at Greensburg Community Schools cares and wants them to be successful lifelong learners.

OUR STEPS

GCS Safety Team meets three times a year with our secretaries. Two of these times are to discuss safety update, roles and responsibilities, new PD ranging from dealing with volatile situations to conducting building level drills. Year-end meeting celebrates our success and builds important relationships with each other.

IN OUR OWN WORDS

Our building administrators state it best. “As the central communication hub of the school, our front office staff are often first responders to numerous situations. Over the years, we have had critical and sensitive situations where they were forced to make split-second decisions on how to best proceed. Their training and professional development is critical to the safety, security, and overall integrity of our school community.”

For more information about our school or corporation, email: bcopple@greensburg.k12.in.us or visit our website: www.greensburg.k12.in.us